

Approved

**SALEM BOARD OF FINANCE
SPECIAL MEETING MINUTES
February 18, 2010**

PRESENT

Carole Eckart
T. J. Butcher (Alt)
Janet Griggs
George Householder
Georgia Pech (Alt)
Greg Preston
Bill Weinschenker

ABSENT

Kevin Freiert
Roland Traylor

B. Weinschenker called the meeting to order at 7:02 PM

Since the 10 Year Capital Plan was tabled at the February 11, 2010 meeting, Chairman Weinschenker stated that he would like to discuss it at this time.

1.) Proposed appropriations for the 2010/2011 Budget.

M.) 10 YEAR CAPITAL PLAN:

B. Weinschenker reviewed the 10 Year Capital Plan and it seem like next year's purchase requests are for 4 trucks and a boat. He asked the BOF what they thought of it. G. Pech commented on the bottom line. The bottom line was not a concern since it included the renovation to the school. It was suggested that the departments requesting the Capital items inform the BOF of what their priorities were. G. Preston asked if the BOS could look over the 10 Year Capital Plan and prioritize before the BOF looks at it. B. Weinschenker suggested that the BOS look at the next 3 years, not necessarily the whole 10 Year Plan. The 10 Year Plan is to be placed on the March 18th meeting agenda.

N. Wood presented his Assessor's budget to the BOF. This budget has decreased from 2009/2010. Some line items have increased. G. Householder

asked why the Board of Assessor line has increase. The salaries under this line are for the secretary and Staff of the Board of Appeals. G. Householder asked about the \$500 increase in Conference/Mile and Dues. G. Pech asked how many people go to the conferences. B. Green, D. Copp Johnson and D Killeen attend conferences and classes. The cost of the Assessor classes increased. This increase is estimated due to not knowing the new fees for these classes.

A.) M/S/C (Griggs/Preston) to approve Dept #116 Assessor appropriation in the amount of \$8,600 , subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

M/S/C (Householder/Eckart) to seat Georgia Pech in place of Kevin Freiert.

Vote: Approved Unanimously

Discussion by the BOF revolved around how many elections there could be next year. No adjustments were made to this department.

B.) M/S/C (Householder/Pech) to approve Dept #122 Registrar/Elections appropriation in the amount of \$10,700 , subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

First Selectman K. Lyden addressed the BOF concerning the information he has received about next year's location for the Probate Court. K. Lyden has been informed that the Town of Salem portion of fees for Probate Court expenses will be based on the Town's Grant List. The location may be at East Lyme Town Hall with Old Lyme, Montville, Salem and East Lyme sharing the expenses. The date for this transition will be January 5, 2011. He will have more information after March 31, 2010. It was agreed to fund this department the same as last year.

C.) M/S/C (Preston/Householder) to approve Dept #142, Probate Court appropriation in the amount of \$2,808, and to make one line item called Probate Expense, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

Michelle Guertin, Library Board Chair, presented the Library Department budget to the BOF (Carole Eckart recused herself from the discussion). M. Guertin asked for an increase in their budget from 2009/2010. The increases are in line #156-95-95- Other Expenses due to the Library's new software program's annual service fees and in line #158-95-961-Equipment to purchase a new patron computer. B. Weinschenker asked that the Bibilomation Fees be separated from other expenses. M. Guertin is requesting that the service fees for the Bibilomation be gradually absorbed by the Town in the 2010/2011 budget. G. Householder asked if the Library went before the BOS before purchasing this new software to make them aware of the total cost associated with this software before the Bibilomation was purchased. B. Weinschenker stated that a question was asked at a meeting, but it was not explained to the BOF that there would be an annual fee. M. Guertin reviewed the BOS meeting minutes and did not see any mention of the annual service fees. The annual service fees are between \$4,200- \$4,500. The Library Department has asked the town to pay \$2,200. G. Householder asked whether the Grant could absorb more of the fees. He would like to see the town's portion at 1/3 which equals \$1,466. By doing this, the Library's increase in the budget as presented would go from a 5.7% increase down to a 1.9% increase. The BOF suggested that a new line item be created called Bibilomation Annual Services Fees. M. Guertin was asked the price of the new computer. (\$1,400 computer, \$250 anti-virus, \$650 maintenance fees) J. Griggs asked the BOF to see if the computer can be bought with the BOE for better pricing. J. Hemond, Librarian, mentioned that the Bibilomation software is not compatible with all types of computer and she would like to purchase this computer from Bibilomation. G. Householder noticed an increase in the revenue collected by the Library.

D.) M/S/C (Preston/Griggs) to create a new line called Bibilomation Annual Service Fees in Department #158.

Vote: (5) Yes: Griggs, Householder, Pech, Preston, Weinschenker

(0) No

(1) Abstain: Eckart

Motion Carried

D.) M/S/C (Householder/Preston) to reduce the Other Expense line item #158-95-95 from \$4,235 to \$2,035.

Vote: (5) Yes: Griggs, Householder, Pech, Preston, Weinschenker

(0) No

(1) Abstain: Eckart

Motion Carried

D.) M/S/C (Householder/Griggs) to fund the new line Bibilomation Annual Service fees for the new software program in the amount of \$1,466.

Vote: (5) Yes: Griggs, Householder, Pech, Preston, Weinschenker

(0) No

(1) Abstain: Eckart

Motion Carried

D.) M/S/C (Householder/Pech) to approve Dept #158, Library appropriation in the amount of \$21,586 , subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: (5) Yes: Griggs, Householder, Pech, Preston, Weinschenker

(0) No

(1)Abstain: Eckart

Motion Carried

First Selectman K. Lyden asked the BOF to have the budget for the Economic Development Commission remain the same as 2009/2010. The commission was waiting for the survey mailing to be returned before they proceeded with any issues.

V. Casey was asked to check the budget history of the Economic Development Commission. G. Householder stated the money for engineering expense when the town was purchasing the Gadbois land in 2005 was taken from this department.

E.) M/S/C (Eckart/Griggs) to approve Dept #600, Economic Development appropriation in the amount of \$3,050 , subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

Sally Snyder, new IWCC Chair, presented the IWCC budget to the BOF. She does not expect any major changes to the budget. She did point out two changes that were made to line items. One being a decrease in Engineering Fees and an increase in GIS expense, but the overall budget remains the same as in the 2009/2010 budget year. S. Snyder stated that the only expenses that are known are for Conference and GIS fees She informed the BOF that so far this year the Commission has not had any major projects and there is no way of knowing if this budget amount will be enough.

F.) M/S/C (Householder/Preston) to approve Dept #610, IWCC appropriation in the amount of \$4,300 , subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

K. Lyden, First Selectman presented the PZC budget. The overall budget is a decrease from the 2009/2010 year. The line item for Legal Services has decreased by \$5,000 and the Other Expense line has decreased by \$1,300.

K. Lyden informed the BOF that the plotter that was requested in Capital Department #930 is not required. P&Z has found money in their 2009/2010 to purchase the plotter.

G.) M/S/C (Preston/Eckart) to approve Dept #630, Planning and Zoning appropriation in the amount of \$35,300, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

H) M/S/C (Householder/Preston) to approve Dept #640 Zoning Board of Appeal appropriation in the amount of \$300, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

Sue Spang, Chairman, presented the Recreation Commission budget. The increase in the 2010/2011 budget over the 2009/2010 budget is in the Fee Based Programs. She stated the increase in this line is based on recreation programs offered. The increase in programs went from 4 to 41. Right now the commission has had a profit of \$600. The increase of \$9,000 will be offset on the revenue side of the budget.

I.) M/S/C (Eckart/Householder) to approve Dept #645, Recreation Committee appropriation in the amount of \$53,900, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

First Selectman K. Lyden presented this budget. He spoke with the town's insurance agent and the agent's suggestion was to increase the budget by \$10,000. K. Lyden thought that \$5,000 was an appropriate increase. He

informed the BOF that he has raised the deductible rate from \$500 to \$1000 and has remove the Chyinski building structure from the policy.

J.) M/S/C (Householder/Preston) to approve Dept #710, Municipal Insurance appropriation in the amount of \$128,278, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

K.) M/S/C (Householder/Preston) to approve Dept #810, Unanticipated Expenses appropriation in the amount of \$1,000, subject to revision at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

K. Lyden, First Selectman reported to the BOF that he has been negotiating with a revaluation company they have lowered their original quote from \$182,000 to \$136,000. The company requested payment of 80/20, with 80% coming out of the 2010/2011 budget year.

L.) M/S/C (Preston/Griggs) to approve Dept #935, Revaluation, appropriation in the amount of \$136,000, subject to review for reduction at the 3/18/2010 BOF meeting for presentation at public hearing.

Vote: Approved Unanimously

Adjournment

M/S/C (Eckart/Griggs) to adjourn at 8:42 pm.

Vote: Approved Unanimously

**Virginia Casey
Recording Secretary**